

Minutes of February 1998 SMWG

The following is a synopsis of the discussions from the Standardization Management Working Group meeting held at SUPSHIP Jacksonville on 24-26 February 1998. The first section summarizes the SMWG discussions held during the first morning. The next sections address the individual subcommittee discussions starting with the steering committee. The final section summarizes the comments made to the SMWG during the wrap-up session of the final afternoon.

24 Feb 98 - SMWG Discussions

a. CAPT Roberts (SJAX) opened the SMWG meeting welcoming people to the Jacksonville area and presented a challenge for the group to truly “standardize” the processes and make the revised SMWG format work. Key issues addressed by CAPT Roberts include: the SUPSHIP DQMB Scorecard Metrics (which are, in part, based on SMWG Metrics); the Customer Survey (which should be standardized and approved by SEA 07); the IMA Work Package format; and SSRAC Crane Safety. CAPT Roberts also discussed the Policy Book Verification Audit, conducted on SJAX the previous day.

b. Steve Swain (SJAX) then briefed the group on administrative items including the room assignments for the subcommittee sessions. SJAX had arranged for “working lunches”, which proved to be beneficial to all.

c. CAPT Daley (Chairman, SPORT) discussed the old I&D/SMWG organization and the new SMWG organization following the consolidation of I&D into SMWG. The steering committee/sub-committee system to be used at this SMWG was explained. The sub-committees would hold in-depth discussions on particular action items or plans, prepare summarized recommendations and then present those recommendations to the steering committee for approval and assignment to the proper executing activity. CAPT Daley also reiterated that all the current information dealing with the SMWG is on the web (<http://p07.repair.navy.mil>) and that people should use the resource.

d. Mike Petz (SEA 07C) talked about the proposed consolidation of SEA 04 and SEA 07. He presented the current draft organization for the new SEA 04, largely composed of the current SEA 07 and SEA 04 organizations. The new directorate will have functions divided by mission, to include: “Fleet Logistics Support”; “Ship Maintenance”; “Operations and Regional Maintenance”; and “Environmental”. The organization’s charter will be to drive and define the maintenance processes and policies. It will also provide assessments/improvements in the process; guide standardization; provide training methods and materials; and define, implement, and manage AIS modernization. A key goal is to standardize methods across the waterfront (welding is an example).

e. Pat Haney (SEA 07C) gave a briefing on the SHAPEC CONOPS implementation status. He reviewed the November and January working group meetings and gave the

SHAPEC web site address where they may be found (<http://www.shapec.spear.navy.mil>). He said the final draft of the CONOPS is dated 22 Jan 98 and the request for final chop will go out the first week of March. The final chop cycle is expected to take one month. CAPT Roberts related the story of the SUPSHIP scorecard as an example to urge people to make the required effort to review the documentation prior to the initial release and avoid future unpleasantness.

f. CDR Fox (SPORT) presented an overview of the October SMWG results, the February SMWG goals and the possible modifications to the SMWG Policy Book. He also gave an overview of the SMWG metrics which included the latest data received from a few of the maintenance activities. It was stated that when participating activities send in their data, it must be accompanied by enough qualifying narrative to allow the proper analysis to be conducted. CAPT Daley said the SMWG policy book needs an addition stating that analysis of metrics by subgroups will occur since that is the only way to verify gains accomplished by implementing new policies and processes.

g. Larry Downey (Vice Chairman, PSNS) presented the purpose and outline of the SMWG verification process. The process verifies all activities are in conformance with the SMWG agreements and policies as shown in the policy book. The audit occurs on the Monday prior to the SMWG meeting at the host activity. He gave statistics related on the SPORT and SJAX reviews and specific details concerning the just completed SJAX audit. The main feedback was that activities need to use the standard forms if we want to achieve standardization across all maintenance activities.

h. Ruben Piland (SJAX) gave an update on the latest activities of the Standard Specification for Ship Repair and Alteration Committee (SSRAC). He summarized the past year's meeting and mentioned some of the top issues addressed by the committee.

i. CDR Fox discussed the SMWG subcommittee instructions including the required paperwork for summarizing action items and presenting recommendations to the steering committee.

24 Feb 98 - Steering Committee Discussions

a. Initial discussion focused on the make-up of the steering committee. The plan at the beginning was to have an IMA representative serve as a Vice Chairman for SMWG. A number of names were mentioned as candidates, but it was decided that the fleet representatives provide the required coverage for IMA and TYCOM interests. New direction to the IMAs would be incorporated by Navy messages through the CINCs.

b. The charter of the SMWG was reviewed. The charter was revised with strong sensitivity given to the word "standardization" versus "consolidation". Also, references to "ship" and "repair" were eliminated so no limit to the standardization process at

maintenance activities was imposed. Mr. Petz was tasked to get the revised charter approved by NAVSEA and the RMIB.

c. Several comments were made in the course of the discussion including:

- 1) SEA 04/07 is viewed as an enabler for regional maintenance.
- 2) The 2-E spec is an electronic Statement of Work, not an execution document.
- 3) SMWG needs to develop solutions not just for surface ships, but also for submarine and aircraft carrier maintenance.

d. The steering committee approved the revised meeting format and the revisions to Chapters 2 and 4 of the SMWG Policy Book. The changes to the Policy Book included minor word changes from “common” to “standard”, eliminating the SIMA vice chairmanship, updating the subcommittee description in the organization section, stating the SMWG meeting will normally be held two to three times a year, and added the requirement for the Vice Chairman to report all verification audit findings and analyses to the full membership.

24 - 26 Feb 98 - Notes from briefings to Steering Committee from Subcommittees (Action Items defined in Action Item matrix)

Planning Subcommittee

a. Larry Saily (PSNS) of the Planning Subcommittee presented an update on the shipyard estimating standards that have been reviewed by all four shipyards. He also presented a comparison between the Naval Shipyard and SUPSHIP standards. The conclusion was that the same estimate could be used for public, private, and IMA since most of the estimates from the varying activities fell within 10-20% range. The different business rules for shipyard, SIMAs and SUPSHIPS will result in different estimates even if they are built upon the same “flat rate” estimating guide. The first group of ten estimating standards had been reviewed by the shipyards (more work required on the Blasting and Painting standard since the various estimates were far apart) and were accepted by the steering committee. These standards would be included in a matrix as a SMWG Policy Book appendix. The steering committee further empowered the Planning Subcommittee to add future standards when they are ready.

b. The Planning Subcommittee addressed the issue of determining the AUS requirements for JCNs covering local GWIs, RWIs and SWIs. They recommended that 2 kilos should be used for 042 items and they should be filled out by the port engineers before getting them to advanced planning. Bob Lindner (CNSL) said the group had missed the real issue.

- c. The Planning Subcommittee recommended that unless messing and berthing is identified by TYCOM, the planning activity is to include option items to provide required coverage. This was approved for addition to the SMWG Policy Book.
- d. The Planning Subcommittee reported that NNSY and SPORT have worked on the basic 2E specification format since the Oct 97 SMWG. The agreed approach to be taken is to start with the basic 2E specification and then fold in the shipyard requirements and then the SIMA requirements. The AIS system would need to add a hotkey input to certain spots within the format to allow for tailored printing of the specifications. The basic format has gone from six pages in length to nine pages. The current format could include sub requirements as well as surface. JFMM requirements have also been worked into the format. Recommendations for continued work on the 2E specification were discussed and taken as action items.
- e. The Planning subcommittee brought discussion to the steering committee concerning the development of a process for material ordering and staging. The current wording in the SHAPEC CONOPS was discussed, but no clean agreement was reached. The item was sent back to subcommittee for more work.
- f. The Planning subcommittee presented their charter. The definition of planning was discussed without firm resolution and understanding. A proposed definition will be developed for discussion at the next meeting.
- g. The proposed standardized ship check sheet was brought forward and action was given for comments to be sent to SSSD by 15 Apr. The potential of using digital cameras was brought up and the potential was acknowledged when the resolution of the cameras is improved.
- h. Larry Saily presented a timeline for the development of the estimating standards for the flat rate book. He would like SUPSHIPS to prioritize the identified 75 items so that the 10 items currently being worked will be the most applicable. Also, if a high priority standard is missing from the list, please let him know so it can be included. He plans on using the SMWG meetings as a dual working meeting on these estimating standards and also have a separate working meeting for the standards between SMWGs.

Advanced Planning Subcommittee

- i. Jimmy Jones (SPORT) of the Advanced Planning Subcommittee presented a draft of the SMWG policy book Chapter 14 on SMWG Verification Audits. The metrics used in the process will be developed after a few more audits to establish patterns and a meaningful database.
- j. Jimmy Jones gave an update on the exportable training plan for the Availability Status Report (ASR). It was agreed that the ASR program would be made available to other

activities for beta testing. After testing is complete, an electronic tutorial will be developed for on-line training. The target completion date is the June 1998 SMWG.

k. The Advance Planning Subcommittee reported that they had reviewed the digital solicitation plan and at this time could only provide an update. Bath and Ingalls are merging their format and it is 100% software compatible and has a 95% common look/feel. They are working toward 100% standardization. The CD-ROM will initially have the drawings, specifications, and test procedures. Long term plans include the specifications and test procedures to be available on the WWW. It was agreed that format standardization would be completed and then a standard equipment list would be developed to export the capability to all SUPSHIPS.

l. Discussion was raised to answer the question: "Where are all the maintenance applications on the web?". A joint fleet message will be issued directing people to the SHAPEC home page which will contain the maintenance index. A copy of that message will also be contained on the SMWG home page.

m. Discussion addressed the procedure to shift workload between SHAPECs. The agreed process to notify SEA 071/072 of transferred planning work will be added to the SHAPEC CONOPS.

n. It was stated that SJAX COARS did not match the SMWG policy book. SJAX will update their COAR instructions to agree with policy book.

AIS/Process Analysis Subcommittee

o. CDR Laufenburg (SJAX) presented the revised charter of the AIS subcommittee. The revised charter was accepted and forwarded for update in the SMWG policy book.

p. The AIS subcommittee presented the recommendation that the SMWG should request the establishment of the AIS Subcommittee as the requirements review board for all new database and software implementation and changes related to availability planning to help ensure standardization. It was decided that Mike Petz and CAPT Daley would pitch the AIS subcommittee recommendation to RMIB. The AIS subcommittee also provided recommendations on roles for the proposed AIS "center of excellence". It was recommended that the center of excellence should be responsible for maintaining licensing agreements, managing the development of new databases, new hardware procurement and dissemination, and ADP training. It should not be responsible for things like LAN management or policy decisions.

q. The AIS committee led the discussion on Customer Satisfaction Surveys. SSSD was tasked to consolidate the inputs from IMAs and shipyards and then place the completed survey format on the web. This effort was put on hold pending the Supervisor's Board of

Directors meeting in two weeks. It was stated that it is very hard to standardize the survey even among the SUPSHIPS.

r. The task to standardize usage of GAP codes was discussed. Currently there are 227 GAP codes. This can be reduced to 10 for coding at the macro level. Gerry Champagne of SSSD will go with those 10 codes to the shipyards (with Larry Downey's assistance) and the IMAs (with CDR Turpen's assistance) to check applicability.

t. The AIS subcommittee recommended identifying the data sources when reporting metrics at the SMWG. It was requested that the metrics be clearly identified as to who is expected to provide them. The shipyards are to provide metrics #1, 4 and 7.

t. Related to action item 10/97-20, it was stated that a PMO decision on JCALS will not be forthcoming until March.

u. The AIS subcommittee recommended some controls for a new database application including:

- 1) Single login access;
- 2) NNPI at the I-level;
- 3) JCALS DEUs;
- 4) SUPSHIP firewalls (only Pascagoula so far, Bill Mortimer to investigate further); and
- 5) Contractor accessibility.

24 - 26 Feb 98 - Planning Subcommittee Discussions

a. Larry Saily (PSNS) provided a briefing on Baseline Labor Standards (Action Items 10/97-02 and 10/97-16). NAVSEA and the Naval Shipyards agreed to take 75 shipyard labor standards developed by PSNS and Norfolk Naval Shipyard (NNSY) and convert them into a uniform approved standard so that they can be used by all naval shipyards (NSYs) and SIMAs. The remaining 75-100 priority shipyard labor standards will be prioritized and revised to allow use by NSYs, SIMAs and SUPSHIPS. The standards can be accessed on line via the JCALS system. JCALS was used for security and business reasons.

b. The SMWG Labor Standards Committee met on January 14-15, 1998. IMAs were not represented at the meeting, but their comments were received. The Labor Standards Committee agreed on the following:

- 1) PSNS and SUPSHIP San Diego (SSSD) were to develop standard terminology/definitions and business rules for the joint labor standards/estimating process.
- 2) NSY labor standards will be used as the basis for estimates.

- 3) The Planning SHAPEC identifies material requirements and material estimates as part of the estimating process. Material costs are not included in the NSY labor standards, but will be included in the Navy “Flat Rate Estimating Guide” when available.
- 4) Interferences will be included in the government estimate by a change to the AUS estimating sheet.
- 5) Factors for local requirements (e.g., EPA, OSHA, etc.) will be included in the process estimates and specifications will be tailored to the geographical area by the planning SHAPEC.
- 6) The SHAPEC will provide each activity the basis for the estimate for each job summary/2-E spec.
- 7) During the next meeting, the SHAPEC Planning Information Resources Estimating Tables (SPIRET) will be reviewed in SSSD. The estimating flat rate manual information will be populated into SPIRET.
- 8) PSNS and NNSY will compare industry labor standards with NSY labor standards, where applicable.
- 9) NAVSEA 5240.1B to include instructions on considering efficiencies in labor standards for multiple set-ups or tasks to fit-up for welding, brazing, etc. reflecting economy of scale on large jobs and shipalts.
- 10) The accuracy of the estimate is more important to NSYs and SIMAs than to SUPSHIPS, due to resourcing and execution of work.

c. The following new Action Items were recommended by the Subcommittee:

- 1) NNSY and PSNS to include totals broken down by Trade Skill Designator (TSD) in the standards change tables, where possible.
- 2) SSSD and PSNS to add business rules, terminology and definitions form estimating, including glossary.
- 3) PSNSY to provide the SUPSHIPS at the next SMWG with a signed NAVSEA memorandum on Direct Support Services (DSS) functions, and request the SMWG to have a splinter group of all Chief Planners to discuss the differences for coverage of DSS between SUPSHIPS and NSYs.

d. Gerry Champagne (SSSD) provided a briefing on the results of the SMWG Estimating Working Group (Action Item 10/97-1. The SMWG Estimating Working Group reviewed 10 proposed NSY labor standards and provided comments to SMWG members on issues preventing their full scale adoption by SUPSHIPS and SIMAs.

e. The following new Actions Items were recommended by the Subcommittee:

- 1) SMWG Estimating Working Group to continue developing a “Flat Rate Estimating Guide.” The working group will continue review of standards and establishment of business rules.
- 2) Recommend that AIS be funded for the SPIRET program, so it can be used for estimating.

f. Rueben Piland (SJAX) indicated that attempts to use one standard 2-E Spec for SUPSHIP and SIMA have not worked. Mr. Larry Vanscoy of SIMA Mayport provided a discussion on the lessons learned from the use of the 2E spec for IMA work on the USS Stark (Action Item 10/97-24). Some of the difficulties encountered by the IMA on the Stark included:

- 1) IMA's are used to having one JSN assigned to one job, not bundling of jobs under one JSN. This makes the use of the 2E Spec cumbersome.
- 2) IMAs are not used to working with SWIs.
- 3) The work was planned in AUS, but IMA planners still had to put estimate and materials into MRMS.

g. A new Action Item to develop template files by class was discussed by Mr. Rueben Piland of SJAX. SJAX has established templates for the FFG 7 class for the 80 most common work items. He expects that approximately 40 more will be developed.

h. The Subcommittee recommends that each planning SUPSHIP develop the templates for their ship class so that all can use them off of the Automated User System (AUS).

i. Rueben Piland provided a discussion on the status of standardizing the process for FY99 Standard Items for Gas Freeing, Accesses and Monel Fasteners. Cat I Standard Items are identified in the solicitation and are available for use by the contractor without further approval by SUPSHIP. Cat II Standard Items are identified in the work item for a specific use. Accesses and Monel Fasteners have already been made Cat I, but the contractor must still seek SUPSHIP approval before using these standard items.

j. The Subcommittee recommends the evaluation of a new 992 SWI.

k. The Subcommittee recommends the standardization of SHIPALT estimates and make accessible on the WWW for all activities. The Sub-committee discussed this issue. Estimates are proprietary and business sensitive. The Subcommittee concurs with the current direction from NAVSEA 00L, not to put estimates on the web.

l. An ongoing Action Item to expand Agreement 9702-07 to 07A and 07B to indicate SWIs and UIPIs. SSSD to provide input at the next SMWG.

m. The use of Strike-Out Index for all Cat I Standard Items (Action Item 10/97-06) is being verified by audits performed before each SMWG meeting.

n. Gerry Champagne provided a presentation on the status of SWI reviews and adoption for use. The Sub-committee recommended the following actions:

- 1) SPORTS to identify the AUS program number to be utilized for transferring SWIs via the AUS system (similar to SSRAC SIs).

- 2) SSSD to forward to the SMWG a page on the SWI process for inclusion in the SMWG Policy Book.

o. The following proposed Standard Work Items (SWIs) were reviewed (Action Item 10/97-03):

SWI 992-31-001, "Cleaning and Pumping; Accomplish"

SWI 992-XX, "SUPSHIP Office Space with Computers (in plant/downriver availabilities); provide"

SWI 992-XX, "SUPSHIP Office Space without Computers (in plant/downriver availabilities); provide"

SWI 992-XX, "SUPSHIP Office Space with Computers (small boats); provide"

p. The following proposed Standard Items (SIs) were also reviewed:

SI 009-13, "Meters, Repair and Calibrate"

SI 009-14, "Gages and Thermometers; Repair and Calibrate"

SI 009-88, "Open, Maintain and Close; Accomplish (Title), Empty, Clean, Gas Free"

SI 009-XX, "Protection During Contamination Producing Operations and Maintain Cleanliness; Accomplish"

This review is ongoing. Proposed SWIs are to be reviewed by ALLCON. Comments on SWI 992-31-001 should be sent SJAX by March 15, 1998. Comments on the other proposed SWIs should be sent to SPORTS by March 15, 1998. SPORTS and SJAX to incorporate comments and forward to SSSD for issuance of official draft. Proposed SIs are to be reviewed by ALLCON. Comments are to be sent to SJAX by March 15, 1998. SJAX to issue official draft by April 15, 1998.

q. Gary Thompson (SIMA SD) led a discussion on the standardization of 2E specifications and recommended changes to the JFMM (Action Items 10/97-24, 10/97-13, 10/97-25, 10/97-26, 10/97-28, 10/97-31). The discussion focused on the conflicts between the JFMM and 2E specifications and the need for revisions to both to allow utilization of the 2E specification at an IMA without paragraph 6 through 10 enhancements. The following provides a discussion on the findings of the sub-committee. The following problems have been identified:

- 1) The JFMM requires an FWP to include all general information, initial shipboard conditions, prerequisites, specific work boundaries and precautionary information placed in the document prior to the procedure.
- 2) The JFMM requires all references to include the current revision designation.
- 3) The JFMM requires a "List of Effective Pages" in all FWPs.
- 4) The JFMM requires all material to be utilized for the job be listed prior to the procedure.

- 5) The JFMM requires shop responsibilities to be identified prior to the procedure with shop designations at each step of the procedure.
- 6) The JFMM requires all QA forms and other documentation required to complete the job that is attached be listed as enclosures in the FWP immediately following the references.
- 7) The JFMM requires that tests and inspections and system restoration be written in the FWP after the procedure, and cannot be included as part of the procedure.
- 8) NAVSEA Standard Items are not applicable in all cases to Shipyards or IMAs.

r. The following actions were recommended by the Subcommittee

- 1) Revise the 2E spec to include all general information, initial ship conditions, prerequisites, specific work boundaries and precautionary information in paragraph three and its subparagraphs.
- 2) Revise the JFMM to come in line with Appendix 2E of SOM Chapter 2, which specifies no revision designations for standard documents and drawings, but retains the requirement for ship specific references.
- 3) Revise JFMM to delete requirement for list of effective pages because there is no value added.
- 4) Revise the 2E spec to allow a subparagraph containing NSY or IMA furnished materials.
- 5) Revise the JFMM to require identification of all shop responsibilities in paragraph 3 as applicable. Revise the 2E spec to include shop designations or TSD (Trade Skill Designator) at the appropriate subparagraphs of paragraph 3.
- 6) Revise the 2E spec to comply with JFMM requirement to provide all QA forms and other documentation needed to complete the job as enclosures. The enclosures should be listed in paragraph 2 immediately following the references.
- 7) Revise the JFMM to include tests and inspections and system restoration in paragraph 3 of the 2 E Spec. This change is already being implemented in the latest proposed revision to the JFMM.
- 8) Develop separate standard items for SIMAs and NSYs using same numbering system as currently utilized for like procedures. SIMAs and NSYs should meet separately to draft proposed standard items for review by the SMWG.
- 9) Issue a letter allowing the above recommendations to be implemented until the changes are made to the JFMM and the 2E spec.
- 10) Recommend that AIS develop the electronic capability to allow SIMAs, NSYs and SUPSHIPS to issue 2E specs to be printed out in a usable format for the specific command use. This requires a "Hot Key" functionality to allow the planning activity to key in and out those specific requirements for the type of activity during planning.

- 11) The above recommendations are to be phased in over time. During the phase in period, all activities will continue operations as usual.

s. Al Paisley (SBATH) gave a briefing on Customer Satisfaction Surveys. The focus of the presentation was on how to use surveys to create comparable metrics for planning activities.

t. Ruben Piland led a discussion on the proposed Planning Subcommittee charter. The charter was reviewed by the subcommittee. Minor changes to the charter were made, which was revised to read as follows:

“Develop a management plan to facilitate the standardization of planning functions and responsibilities between SMWG members under the Ship Availability Planning and Engineering Center (SHAPEC) concept. Develop standard and reusable planning products and processes.”

u. Gerry Champagne provided a briefing on SMWG phraseology. A review was conducted of over 800 standard phrases used in spec writing. The purpose was to identify and recommend elimination of unnecessary redundant phrases. 117 phrases were identified for elimination and an e-mail was sent out to SMWG members soliciting their feedback.

v. The Subcommittee made the following recommendations:

- 1) Sub-Committee members to review phrases proposed for elimination and provide feedback to SSSD.
- 2) SPORTS to upload standard phrases on to AUS system.

w. Rueben Piland reviewed the Planning Sub-Committee Action Items presented to the Steering Committee during the current SMWG meeting. No further actions required.

x. Rueben Piland presented a standard Shipcheck Reporting form which has been developed by SJAX. The form was discussed and the Sub-Committee's comments requested. SSSD to take lead for finalizing form for use by SMWG members.

y. Sub-Committee members to review and provide comments to SSSD by 15APR98.

z. Gerry Champagne of SSSD provided a training presentation on work item development.

aa. Larry Saily passed out 75 labor standards for review by Subcommittee members. The Planning Subcommittee members are to review standards and provide feedback regarding prioritization of the standards (e.g., which standards should be reviewed first in the development of the baseline flat rate estimating guide).

bb. Gary Thompson led a brief discussion on SMWG Metrics and their applicability to use by IMAs. LT Reber from SIMA San Diego will take the lead in adapting SMWG Metrics for IMA use.

cc. Discussion: Mr. Larry Saily briefed the Subcommittee on the schedule and cost for the development of the "Baseline Flat Rate Estimating Guide." The expected cost is \$219,800 for travel and overhead. This figure does not include SIMAs.

dd. Jimmy Copeland (SPORT) briefed the Subcommittee on the proposed SWI 992-10-XX, "Accountability of Manhour and Material Reservation; Accomplish." The SWI would remove reservations in individual specs and replace them with an SWI. A review of SWI by will be conducted by Subcommittee members, providing comments to SSSD by 15 MAR 98.

24 - 26 Feb 98 - Advanced Planning Subcommittee Discussions

The Advanced Planning discussions are summarized in the "Notes from briefings to Steering Committee from Subcommittees" section.

24 - 26 Feb 98 - AIS/Process Analysis Subcommittee Discussions

a. The AIS Subcommittee went through the planning and maintenance steps: work induction, advanced planning, work induction brokering, planning, package integration and project management, work authorization, execution, contract closeout. The group developed a matrix showing the legacy AIS systems used for the various steps at different activities.

b. A discussion of the Growth Analysis Program (GAP) was lead by Bill Wease (SPORT) and Gerry Champagne (SSSD). Comments made during the group discussion are summarized below:

Problems:

- 1) There are 227 various GAP codes, but only 10 codes are predominately being used.
- 2) At SSSD, 97.6% of the changes spent on work identification issues.
- 3) Code 712 (Work not identified) is being used mostly for new work.

Discussion:

- 1) Surveyors don't see 2-kilos, however, SSSD does provide copies of 2-kilos to their project management teams.
- 2) Ship checks are considered very important but are generally not funded.
- 3) Need to develop a process that identifies the work correctly.
- 4) Members agreed that the port engineers need more assistance.
- 5) Need to establish a standard ESWAB
- 6) 2-kilos should have SWLINs identified.

Recommendations:

- 1) Continue to analyze GAP data to determine the "Top 10" utilized codes. The other 227 codes may be used for further granularity.
- 2) SSSD will issue the top ten change drivers to the IMAs, RSG, Shipyards and SUPSHIPs for comment and comparison against their own "Top 10". After analysis, a recommendation will be provide to the SMWG.

c. Reuben Piland (SJAX) led the subcommittee in a discussion concerning Growth and New Work Analysis. The problem is how do you take cost results to make effective planning decision, and how do you evaluate changes in cost are being driven. The present data and AIS systems do not support an accurate analysis of cost data from a number of different availabilities and trends are analyzed at the individual level. The type desk wants to know cost. What are the maintenance work items? Can you plan better for things like diesels when you have a diesel inspector work with? Should the information go into trouble systems reports? Does the information belong in GAP? Solutions are resolved via a different path. One approach might be to look at changes in cost. Once we know the dollar changes, we review the items for cause. It was recommended that individual activities should continue to evaluate a number of availabilities. However, the present data and AIS systems do not support an accurate analysis across the community.

d. The Customer Satisfaction Survey was discussed. The Subcommittee has until April 15 to provide comments on survey forms. It was suggested the survey forms be combined into a single web-based format. (The action item involving the survey was put on hold pending results of the SUPSHIP BOD).

e. An evaluation of COMPASS, Trident LDS, and NTCSS was briefed to the subcommittee. The goal was to establish the proper requirements to update or replace MRMS IMA. Three apparent choices of current systems are: COMPASS, Trident LDS, and NTCSS. For a replacement consistent w/RMAIS, consider system capabilities, lowest cost solution, and develop plan to migrate to new system. LDS was recommended. Some committee members did not agree and pointed out that the IPT did not contain the end user and that the IPT did not address all activity needs (shipyard/IMA integration - regional maintenance). It was also asked why was LDS rated over COMPASS since LDS doesn't run on NT but COMPASS does? It was said that the future system needs to address the following:

- 1) Work induction needs to include the 2-kilo and the 2-E spec.

- 2) Shipyard/IMA integration.
- 3) SHAPEC process.
- 4) Single siting of IRM within a region.

The final recommendation to steering committee was that LDS scored highest overall technical ability and lowest overall cost. Remove COMPASS from consideration. Ships use NTCSS. The Subcommittee also recommended to continue to study CAIV. An action item was established for SEA 04 to present a brief at the next SMWG concerning the AIS direction for IMAs afloat and ashore.

f. A briefing was given concerning the status of FASS & AUS. The rewrite is headed towards Oracle. We need to retain standards and history into the new system. Currently, we are limited to using FASS, BAIM and SIMA legacy systems. Discussion mentioned the need to standardize the data coming out of the maintenance activities in the new systems. The subcommittee recommended standardizing the outputs of FASS, BAIM and AUS SIMA legacy systems and the data needs to be electronic. The steering committee directed that there will be no more enhancements to legacy systems.

g. The responsibilities and authority of the AIS center of excellence was discussed. The subcommittee recommended to the steering committee that the AIS subcommittee should establish and validate functional requirements for maintenance AIS. This would include licensing for maintenance applications, development of maintenance applications, defining the functional hardware requirements, developing a data dictionary and training. This group would not be responsible for LAN management (better at local level) or setting policy.

h. Action Item 10/97-36 requested that a method be developed to submit metric data via WWW. Recommend identifying the participants who are sending data. The Subcommittee discussed constructing an input data screen and provide access to all SMWG participants. Need to add data date and investigate the possibility to have the data automatically loaded. New Action Item established to continue this activity.

i. Action Item 10/97-27, Shared Planning Data Index on the WWW, was discussed. This is an index for 2-E specifications and a list of job summaries for NSY. The 2-E specs are hyper-linked and points in the direction of information. The FTP instructions need to be added to the Web page to reuse a current work item. Everyone was reminded of the decision to not enhance any legacy systems. We are going to have to select portions of the information from the legacy systems to load into the new system. Phase II of the index will be completed by 27 March 98.

j. The AIS Subcommittee held multiple discussions concerning the Subcommittee charter. The following charter was forwarded to the Steering Committee. The Steering Committee revised the charter slightly, which reads:

“Recommend AIS procedures, guidelines, and metrics to support process improvements. Identify and prioritize how to apply AIS advances to standardize, streamline, and improve processes agreed to by SMWG.”

k. It was reported that action item 10/97-45/49 has been completed and the data has been loaded by SSSD.

26 Feb 98 - SMWG Closing Discussions

a. Each Subcommittee gave the SMWG a summary and highlights of their individual discussions.

b. The Agreements and Action Items resulting from this SMWG were presented by CDR Fox. The definition of an agreement was stated as a basic, binding policy change to how we do business. The agreements will be part of an appendix in the SMWG policy book. The execution of the agreement will be accomplished by inclusion into the SHAPEC Operations Manual.

c. During his closing remarks, Mike Petz said he liked what he saw at the meeting. It was obvious there was not only hard work during the three days, but also during breaks between meetings. Stan Sacha said it helps to focus in on what changes need to occur and that makes it easier to obtain funding.

d. CAPT Daley concluded the SMWG with a BZ to SJAX, and particularly Steve Swain, for hosting such a successful conference. He stated that a great deal of progress has been made since the start of the I&D Consolidation Conference a year ago. CAPT Daley was very pleased with the teamwork and the way people worked together and resolved differences. A great deal of work was accomplished including the adoption of eight Agreements and eighty Action Items. The general consensus was that the revised format (following SSRAC example) with the Steering Committee and Subcommittees worked well. Both CAPT Daley and Mike Petz said it was very useful to have CINCLANTFLT and CINCPACFLT representation on the Steering Committee, as well as the SEA 04 and SEA 07 presence. CAPT Daley concluded with the statement that SMWG is a viable forum to make changes with what is becoming “Navy Maintenance”.

e. The next SMWG will be hosted by SBATH in Portland, ME on 16-18 June 1998.